

RN, Clinical Services Coordinator – St. Mary’s Health Clinics

Hours: 32 hours per week. Four days a week 8:30 am – 5:00 pm.

Benefits: Medical, Dental, FSA/HSA, Life, LTD, Retirement Plan, PTO and Sick Time, and Free Parking.

POSITION SUMMARY:

The Lead Nursing Supervisor at St. Mary’s Health Clinics (SMHC) oversees the clinic functions and patient care coordination at an assigned clinic site and is responsible for clinical supervisor of SMHC’s nursing supervisors. This includes supporting clinic operations, policy review and revision, order and protocol revisions and serves in a leadership capacity for general clinic operations.

DUTIES & RESPONSIBILITIES:

- Functions within the policies and procedures of SMHC and the Province of the Sisters of St. Joseph of Carondelet
- Care coordination for patients of assigned clinic sites
- Supervision of Nursing supervisors, including hiring, performance evaluations and delegated human resources functions
- Assist with scheduling clinic staffing needs and development of nursing volunteers
- Develop effective working relationships with SMHC team, including problem solving or conflict resolution
- Lead nursing education and committee work within SMHC including case reviews and quality improvement activities collaborating with the medical director and nursing supervisors
- Function as registered nurse at clinic site on a periodic basis, occasional filling in for Nursing Supervisors
- Possess a solid knowledge related to public health needs and the unique needs of persons from diverse backgrounds, cultures, races and varied ethnic backgrounds.
- Adept at managing competing priorities, anticipating needs and planning
- Participation in revision of policy and procedure development
- Knowledge of patient rights, responsibilities, HIPAA guidelines and applicable state and federal regulations
- Support and honor the mission and ministries of the Sisters of St. Joseph of Carondelet, St. Paul Province, participating in Province committees and activities as a representative of SMHC
- Timely and consistent attendance, communicating changes or needs to appropriate personnel
- Supervise nursing or health profession students when assigned
- Oversee clinical quality improvement activities and initiatives related to clinical services
- Apply evidence based practice for patients served, based on current clinical standards
- Professional behaviors, as outlined in the ANA *Standards of Professional Practice*
- Partner with SMHC leaders for general operational management tasks
- Maintain education required for licensure and certification if appropriate
- Additional tasks/functions as assigned to promote optimal organizational functioning

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position.

Qualifications:

Education: BSN from accredited school of nursing

Experience:

- Minimum of five year’s work experience as an RN, preferably including acute care experience
- Previous RN experience supervising unlicensed personnel
- Exceptional interpersonal and communication skills: verbal, written, phone and social media skills, as well as conflict resolution
- Ability to work independently and as an effective team member
- Keen attention to detail, including data entry/tracking/analysis
- Effective time management skills, able to prioritize immediate and long- term needs, adapting as needed

- Understanding of and work experience with varied ethnic groups, cultures and backgrounds
- Superior customer service skills, including ability to coach and address conflict as needed

Licenses / Certificates: Active Minnesota Registered Nursing license in good standing
Valid Minnesota driver's license in good standing or license from neighboring state allowing for Minnesota driving privileges, able to drive to clinic sites as needed

Technology / Equipment: Proficiency with basic computer skills Microsoft Office, laptop, or desktop
Use of cell phones for conversations and/or text messaging
Able to function as RN in clinic setting applying skills and use of equipment as needed

PREFERRED QUALIFICATIONS:

Public health nursing designation as recognized by the state of Minnesota
Master's degree in health care or related field
Proficiency in speaking/writing in Spanish and English
Previous nursing supervisory experience
Experience with quality improvement tools, data analysis

PHYSICAL DEMANDS:

The requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards.
- Ability to maintain regular, punctual attendance.
- Ability to stand/bend and walk in general office setting
- Lift or pull up to 40 pounds when transporting patient materials to/from clinic
- Sit at desk for periods of up to two hours in one sitting
- Ability to work in robust clinic setting, with varied noises, conversations and in the presence with persons of varying personalities and needs
- Stand for extended periods of time in clinic setting or possibly at health event, up to an hour

Equity Statement Purpose

The CSJ Charism affirms the inherent value of all people. Together we continue to build a community environment that evaluates, celebrates, and encourages diversity in all our practices. This is our collective work. To this end, the CSJ Community works for equity and inclusion within and beyond the CSJ Community. We invite everyone to join us, hold each other accountable and help us live out our profound love of God and Dear Neighbor without distinction.